The purpose of your review of this online course is to assess its effectiveness, with the principal issue being whether the course achieves its stated purpose. To make this assessment, you are asked to evaluate the course materials, course content, and module presentations to determine if and to what extent they meet the eleven performance standards detailed in this form.

The results of your review will be documented on two forms:

**Online Course Review Form**

Describe both *whether* and *how* the course meets each performance standard and what actions the training partner (i.e., course developer) should take to better meet the standard. Please be thorough and specific in your comments and avoid answers that incorporate by reference (e.g., *See my response under Standard 3*). For each performance standard, you are also asked to rate the extent to which the course conforms to the standard, on a scale from 1 to 5, with 1 being non-conforming or least conforming and 5 being fully or completely conforming.

**Issue Log**

Record and characterize any recommendations you provide on the Review Form according to the underlying issue giving rise to the recommendation, the location of the issue in the course materials, the seriousness of the recommendation (***critical***, ***important***, or ***discretionary***), and the performance standard to which it relates. Each recommendation for corrective action or improvement must be supported by your reason(s) for the recommendation, which may include a citation to relevant authority or an articulation of the logic for your belief that a change is warranted. Your reason for each recommendation is recorded in the **Rationale/Reference** column.

The scope of your review is limited to the course materials, their content, and the on-line delivery which may be participant-initiated and self-paced, or instructor guided. Since an evaluation of the teaching styles and expertise of the individual instructors is conducted in a separate assessment, your review should not include a critique of the educational effectiveness of the individual presenters unless a lack of knowledge, preparedness or professionalism is so severe that it materially impairs the learning process. It is also not necessary to cite grammar and punctuation errors unless they are so pervasive that the credibility of the course is substantially diminished. Lastly, your review should not include opinions regarding the propriety or legitimacy of the course’s stated goal or purpose. Whether the course has merit is public policy issue and is thus beyond the scope of this review.

Instructions for accessing the on-line course are provided in your assignment letter or separate e-mail.

Please complete and return your evaluation forms by the suspense date identified in your assignment letter. Should you have additional questions during the review process, please contact **Acclaro Program Manager Will Schroeder** at **443-226-1536,** or via email at[**wschroeder@acclaroinc.net**](mailto:wschroeder@acclaroinc.net)**.**

|  |
| --- |
| **Reviewer:** |
| **Date(s) of Course Review:** |
| **Training Partner** |

**1. Alignment**

Standard: The course goal/statement of purpose, learning objectives, target audience, course description, prerequisites, and content are appropriate and aligned.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Please describe the extent to which this course meets the standard. Include each element of the standard:* | | | | | |
| * *Course Goal or Purpose Statement* * *Learning Objectives* * *Target Audience* | * *Course Description* * *Pre-Requisites* * *Content* | | | | |
|  | | | | | |
| *Please list any actions the training partner should take to better meet this standard.*     3. (continue as necessary) | | | | | |
| *In the attached Issues Log please note specific items that you think should be addressed.* | | | | | |
| *Please assign a rating as follows: The course meets the standard:* | | | | | |
| The course goal/statement of purpose, learning objectives, target audience, course description, prerequisites, and content are appropriate and aligned. | Not at all |  | Somewhat |  | Completely |
| 1 | 2 | 3 | 4 | 5 |

# 2. Learning Objectives

## Standard: The terminal and enabling learning objectives are clear and complete. The enabling learning objectives support the achievement of the terminal objectives.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Please describe the extent to which this course meets the standard. Include each element of the standard:* | | | | | | |
| * *Terminal learning objectives* | * *Enabling learning objectives* | | | | | |
|  | | | | | | |
| *Please list any actions the training partner should take to better meet this standard.*     3. (continue as necessary) | | | | | | |
| *In the attached Issues Log please note specific items that you think should be addressed.* | | | | | | |
| *Please assign a rating as follows: The course meets the standard:* | | | | | | |
| The terminal and enabling learning objectives are clearand complete. The enabling learning objectives support the achievement of the terminal objectives. | | Not at all |  | Somewhat |  | Completely |
| 1 | 2 | 3 | 4 | 5 |

# 3. Content

## Standard: The content is relevant and not overly duplicative. It is logically and intuitively organized, makes effective use of visual aids, and has summary sections that emphasize key learning points.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Please describe the extent to which this course meets the standard. Include each element of the standard:* | | | | | | |
| * *Content is relevant and not overly duplicative* * *Content is logically and intuitively organized* | * *Content makes effective use of visual aids* * *Summary sections emphasize key points* * *Allotted time was appropriate for the content* | | | | | |
|  | | | | | | |
| *Please list any actions the training partner should take to better meet this standard.*     3. (continue as necessary) | | | | | | |
| *In the attached Issues Log please note specific items that you think should be addressed.* | | | | | | |
| *Please assign a rating as follows: The course meets the standard:* | | | | | | |
| The content is relevant and not overly duplicative. It is logically and intuitively organized, makes effective use of visual aids, and has summary sections that emphasize key learning points. | | Not at all |  | Somewhat |  | Completely |
| 1 | 2 | 3 | 4 | 5 |

**4. Exercises and Knowledge Checks**

## Standard: The practical application exercises and/or knowledge checks are sufficiently explained and contribute to the attainment of the learning objectives.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Please describe the extent to which this course meets the standard. Include each element of the standard:* | | | | | | |
| Exercises are sufficiently explained | Exercises and/or knowledge checks contribute to the attainment of the learning objectives | | | | | |
|  | | | | | | |
| *Please list any actions the training partner should take to better meet this standard.*     3. (continue as necessary) | | | | | | |
| *In the attached Issues Log please note specific items that you think should be addressed.* | | | | | | |
| *Please assign a rating as follows: The course meets the standard:* | | | | | | |
| The practical application exercises and/or knowledge checks are sufficiently explained and contribute to the attainment of the learning objectives. | | Not at all |  | Somewhat |  | Completely |
| 1 | 2 | 3 | 4 | 5 |

**5. Assessments**

## Standard: The course assessments are sufficiently explained and are clearly tied to the course’s learning objectives and allow the learner to demonstrate mastery of the course content.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Please describe the extent to which this course meets the standard. Include each element of the standard:* | | | | | | |
| Assessments are sufficiently explained | Questions can be clearly tied to learning objectives, with all learning objectives represented and assessed | | | | | |
|  | | | | | | |
| *Please list any actions the training partner should take to better meet this standard.*     3. (continue as necessary) | | | | | | |
| *In the attached Issues Log please note specific items that you think should be addressed.* | | | | | | |
| *Please assign a rating as follows: The course meets the standard:* | | | | | | |
| The course assessment is sufficiently explained and are clearly tied to the course’s learning objectives and allow the learner to demonstrate mastery of the course content. | | Not at all |  | Somewhat |  | Completely |
| 1 | 2 | 3 | 4 | 5 |

# 6. Accuracy

## Standard: The content of the course, including facts, figures, and policy statements, is complete, accurate, current, and substantiated with references to credible sources and methods.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Please describe the extent to which this course meets the standard. Include each element of the standard:* | | | | | | |
| * Course content including facts, figures, and policy statements, is complete, accurate and current | Course content is substantiated with references to credible sources and methods | | | | | |
|  | | | | | | |
| *Please list any actions the training partner should take to better meet this standard.*     3. (continue as necessary) | | | | | | |
| *In the attached Issues Log please note specific items that you think should be addressed.* | | | | | | |
| *Please assign a rating as follows: The course meets the standard:* | | | | | | |
| The content of the course, including facts, figures, and policy statements, is complete, accurate, current, and substantiated with references to credible sources and methods. | | Not at all |  | Somewhat |  | Completely |
| 1 | 2 | 3 | 4 | 5 |

# 7. Objectivity

## Standard: The information in the course materials is impartial and non-offensive, and conclusions are supported with unbiased evidence.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Please describe the extent to which this course meets the standard. Include each element of the standard:* | | | | | | |
| * Information in the course materials is impartial and non-offensive | * The conclusions are supported with unbiased evidence | | | | | |
|  | | | | | | |
| *Please list any actions the training partner should take to better meet this standard.*     3. (continue as necessary) | | | | | | |
| *In the attached Issues Log please note specific items that you think should be addressed.* | | | | | | |
| *Please assign a rating as follows: The course meets the standard:* | | | | | | |
| The information in the course materials is impartial and non-offensive, and conclusions are supported with unbiased evidence. | | Not at all |  | Somewhat |  | Completely |
| 1 | 2 | 3 | 4 | 5 |

# 8. Clarity

## Standard: The course materials use plain language, clear explanations, and define technical terms, abbreviations, and acronyms.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Please describe the extent to which this course meets the standard. Include each element of the standard:* | | | | | | |
| * Plain language * Clear explanations | * Define technical terms, abbreviations and acronyms | | | | | |
|  | | | | | | |
| *Please list any actions the training partner should take to better meet this standard.*     3. (continue as necessary) | | | | | | |
| *In the attached Issues Log please note specific items that you think should be addressed.* | | | | | | |
| *Please assign a rating as follows: The course meets the standard:* | | | | | | |
| The course materials use plain language, clear explanations, and define technical terms, abbreviations, and acronyms. | | Not at all |  | Somewhat |  | Completely |
| 1 | 2 | 3 | 4 | 5 |

# 9. Safety

**Standard:** Potential safety risks associated with the course are identified and effectively managed.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Please describe the extent to which this course meets the standard. Include each element of the standard:* | | | | | | |
| * Safety risks identified | * Safety risks effectively managed | | | | | |
|  | | | | | | |
| *Please list any actions the training partner should take to better meet this standard.*     3. (continue as necessary) | | | | | | |
| *In the attached Issues Log please note specific items that you think should be addressed.* | | | | | | |
| *Please assign a rating as follows: The course meets the standard:* | | | | | | |
| Potential safety risks associated with the course are identified and effectively managed. | | Not at all |  | Somewhat |  | Completely |
| 1 | 2 | 3 | 4 | 5 |

# 10. User Interface

**Standard:** The computer-based presentation platform is explained, engaging, interactive, navigable, and presents the course content in an intelligible format.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Please describe the extent to which this course meets the standard. Include each element of the standard:* | | | | | | |
| * Explained – participant actions required to advance through and successfully complete the course are described at the beginning of the course; hardware and software requirements are defined, and a technical support contact is identified * Engaging – a variety of media such as text, audio, video, images, and graphics are used throughout the course to stimulate and hold participant interest | * Interactive – the course involves participants in knowledge application tasks and/or problem-solving analyses to develop critical thinking and assess practical understanding * Navigable – moving through the course and locating specific content is easy and intuitive   Intelligible Format – use of color, font, images, layout, and the content organization scheme support participant comprehension and learning | | | | | |
|  | | | | | | |
| *Please list any actions the training partner should take to ensure that instructor is better able to meet this standard.*     3. (continue as necessary) | | | | | | |
| *In the attached Issues Log please note specific items that you think should be addressed.* | | | | | | |
| *Please assign a rating as follows: The course meets the standard:* | | | | | | |
| Information presented by instructors is consistent with course materials including the instructor and participant guides, handouts, and PowerPoint. | | Not at all |  | Somewhat |  | Completely |
| 1 | 2 | 3 | 4 | 5 |

# 11. Instructional Consistency (Applicable to Hybrid Courses Only)

**Standard:** Information presented is consistent with course materials including the web-based content and supplemental course materials.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Please describe the extent to which this course meets the standard. Include each element of the standard:* | | | | | | |
| * Web-based Content * Supplemental Course Material |  | | | | | |
|  | | | | | | |
| *Please list any actions the training partner should take to ensure that instructor is better able to meet this standard.*     3. (continue as necessary) | | | | | | |
| *In the attached Issues Log please note specific items that you think should be addressed.* | | | | | | |
| *Please assign a rating as follows: The course meets the standard:* | | | | | | |
| Information presented by instructors is consistent with course materials including the instructor and participant guides, handouts, and PowerPoint. | | Not at all |  | Somewhat |  | Completely |
| 1 | 2 | 3 | 4 | 5 |

**Value**

|  |
| --- |
| *Please provide an overall summary of the value of this course.* |
| *Please list any actions the training partner should take to address the issue.*     3. (continue as necessary) |
| *In the attached Issues Log please note specific items that you think should be addressed.* |

**Other/Miscellaneous**

**In hybrid courses, the instructor’s credentials, availability, and means of contact are described.**

**Yes No**

|  |
| --- |
| *Please describe any other issues or concern.* |
| *Please list any actions the training partner should take to address the issue.*     3. (continue as necessary) |
| *In the attached Issues Log please note specific items that you think should be addressed.* |